



THE CITY OF NEW YORK  
 DEPARTMENT OF CITYWIDE  
 ADMINISTRATIVE SERVICES  
 APPLICATION UNIT  
 1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
 NEW YORK, NY 10007

REQUIRED INFORMATION

APPLICATION

BILL DE BLASIO  
 Mayor

STACEY CUMBERBATCH  
 Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO ASSOCIATE JUVENILE COUNSELOR**  
**Exam No. 5523**  
**SECOND AMENDED NOTICE- May 27, 2015**

**WHEN TO APPLY: From: March 4, 2015**

**APPLICATION FEE: \$68.00**

**To: March 24, 2015**

**If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.**

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, July 11, 2015.**

**The Notice of Examination is amended to change the date of the multiple-choice test from Wednesday, June 17, 2015 to Saturday, July 11, 2015.**

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHAT THE JOB INVOLVES:** At Assignment Level I, Associate Juvenile Counselors are responsible for the supervision of Juvenile Counselors and for the administration of juvenile care services or for the coordination of group services work with other sections of a juvenile care facility. Under general supervision, Associate Juvenile Counselors plan, monitor and evaluate ongoing programs relating to the supervision, conduct and order of juveniles in a juvenile care facility or related facility where their attendance is required; design activities to stimulate the emotional, physical and social development of juveniles; assign, supervise and evaluate Juvenile Counselors in the direct care of juveniles in intake and population dorms and in court services; assist in scheduling and deploying staff as well as in managing dorm coverage; conduct individual and group conferences concerning the interpretation and implementation of agency policies and procedures, including the techniques to be used in dealing with behavioral/adjustment problems, and the development of staff skills in observing, recording and dealing with such problems; counsel subordinates concerning job performance and time and leave issues as needed; assist in the formulation of juvenile care policies, procedures and standards; prepare requisitions, records and reports as required; review requisitions, records and reports submitted by Juvenile Counselors; ensure the coordination of case management services by overseeing the linkage and delivery of cross-unit services such as education, recreation, and mental health; attend juvenile care conferences with social services staff; may be required to drive agency vehicles for the transportation of juveniles in care; may act as a court representative or transportation coordinator in the Court Services unit; may be required to assume the role of the Tour Commander; may perform the duties of the supervisor in that person's temporary absence; and perform related work.

**Special Working Conditions:** Associate Juvenile Counselors are required to work shifts including nights, Saturdays, Sundays, holidays and mandatory overtime. Juvenile detention facilities are located in the Bronx and Brooklyn. These facilities operate 24 hours a day/7 days a week. Courts are located in all five boroughs. Locations and shift assignments are based on the needs of the agency.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**THE SALARY:** The current minimum salary is \$45,037 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to a higher assignment level at the discretion of the agency.

**HOW TO APPLY:** If you believe you are eligible to take this examination, submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**The Computer-based Testing & Applications Centers will be closed on Saturday, March 14, 2015.**

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of the Administration for Children's Services who **on the date of the multiple-choice test:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Juvenile Counselor and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year.

**Special Requirement:** Section 424-a of the New York State Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities is or has been the subject of an indicated child abuse and maltreatment report on file with the statewide central register of child abuse and maltreatment. Statewide Central Register screening will be conducted prior to consideration of a candidate for employment as an Associate Juvenile Counselor. Candidates who have been the subject of an indicated child abuse and maltreatment report may be disqualified from promotion to this position.

**THE TEST:** The multiple-choice test may be given at a computer terminal or in a paper and pencil format. You will be informed of the format on your Admission Notice. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of an Associate Juvenile Counselor. Task areas to be tested are as follows: supervises and directs Juvenile Counselors in their work assignments; ensures that child care standards are maintained; and performs administrative duties.

The test may include questions which required mastery of technical knowledge based on such materials as the Department of Juvenile Justice Policies and Procedures, Operations Orders, Administrative Orders, Memorandum, other related documents of the Division of Youth and Family Justice (DYFJ) and other related agencies, and Mayor's Executive Order No. 16 of 1978, as amended in effect up to and including April 17, 2015. Questions may address any of the following knowledge areas: DYFJ mission statement, values and commitment policy; logbooks; reporting contraband; and standards of employee conduct.

The test will include questions which may require the use of any of the following abilities:

**Analytical Thinking** - Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. Example: An Associate Juvenile Counselor might need this ability to identify and evaluate the effectiveness of various programs.

**Written Comprehension** - Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. Example: An Associate Juvenile Counselor might need this ability when reading and reviewing reports.

**Written Expression** - Appropriately communicating information and ideas in written words and sentences the intended audience will understand. Example: An Associate Juvenile Counselor might use this ability when preparing reports to management.

**Teamwork** - Developing a mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. Example: An Associate Juvenile Counselor might need this ability when planning coverage for a special event.

**Integrity** - Acting in an honest and ethical manner. Example: An Associate Juvenile Counselor might need this ability to function effectively as a leader, being neither too informal, nor too distant, conveying a sense of professionalism and fairness.

**Updating and Using Relevant Knowledge** - Keeping up-to-date technically and applying new knowledge to the job. Example: An Associate Juvenile Counselor might use this ability when dealing with radio messages, verbal and written communications that use special terminology.

**Warning:** You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification Card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

**Leaving:** You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified and your application fee will not be refunded.

**ADMISSION NOTICE:** You should receive an Admission Notice in the mail about 10 days before the first date on which the test is expected to be held. If you do not receive an Admission Notice at least 4 days before the first date on which the test is expected to be held, you must go to the Exam Support Group, 1 Centre Street, 14<sup>th</sup> Floor Manhattan, to obtain a duplicate notice, which you will receive unless there was a determination that you are not eligible to participate in the examination. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

**THE TEST RESULTS:** If you pass the multiple-choice test and are marked eligible, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for promotion when your name is reached on the eligible list.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

#### **ADDITIONAL INFORMATION:**

**Selective Certification for Driver License:** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for promotion to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your Driver License will be checked by the appointing agency at the time of promotion. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number, your social security number, and "MVO" on your correspondence. **If you are promoted through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

**Health Examination:** Section 180.8(i) [Personnel requirements] of the Juvenile Detention Facilities Regulations of the NYS Office of Children and Family Services provides that each facility shall require an annual health re-examination, including a tuberculin skin test, and chest x-ray if skin test is positive, of staff having frequent and regular contact with children.

The Protection of People with Special Needs Act, Article 20 of the Executive Law and Article 11 of the Social Service Law, requires an authorized agency to check whether a candidate for employment to work in residential care facilities regulated by the New York State Office of Children and Family Services, including child welfare and juvenile justice facilities operated by the authorized agency, appears on the Vulnerable Persons Central Register. This screening will be conducted prior to considering a candidate for employment. Candidates who have substantiated/indicated cases of serious abuse and neglect will not be considered for any position which requires work in residential care facilities regulated by the New York State Office of Children and Family Services, including child welfare and juvenile justice facilities operated by an authorized agency.

Advancement and promotion into this title are subject to the Federal Regulations of the Prison Rape Elimination Act (PREA), Section 115.317 on Hiring and Promotion in Juvenile Facilities. As per PREA, the Administration for Children's Services will not hire or promote anyone who may have contact with residents, and who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997); or who has been convicted or civilly or administratively adjudicated to have engaged or attempted to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You become eligible after the above application period but on or before the date of the multiple-choice test.

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking this test.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 52300; Juvenile Counselor Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)